



## Undersheriff

**Department:** Sheriff

**Class Code:** 2628

**EEO Code:** 24

**FLSA:** E

**Effective:** 01/10/2000

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### **GENERAL STATEMENT OF DUTIES:**

Under administrative direction; performs work of unusual difficulty in assisting the Sheriff in the management and administration of the Sheriff's Department and in acting as Sheriff in the absence of that official; and performs other work as required.

### **SPECIFIC STATEMENT OF DUTIES:**

Plans, organizes, coordinates and directs the programs and operations of the Sheriff's Department; is second in command of the Sheriff's Department; represents the sheriff at various federal, state and local activities, functions, and meetings; receives and reviews recommendations; reviews changes in policy or law related to department activities to determine required revisions in operating procedures, and implements revisions; provides guidance and counsel to chief deputy, division and unit personnel in the implementation and evaluation of new programs; reviews applications, results of testing, oral interviews and background information to determine suitability of candidates for Deputy; supervises the general training and development of personnel; recommends promotion and assignment of personnel; inspects personnel and equipment; evaluates work performance and reviews evaluations of personnel for infraction of policy or procedures; directs and supervises the internal affairs activities, administrative officer, and fugitive task force of the department; receives complaints from citizens regarding services and actions; investigates complaints personally or ensures that they are properly assigned and investigated; ensures that appropriate action is taken and that the public interest and the interests of individual parties are maintained; serves on various committees; participates in preparation of five year plan; directs activities of personnel in preparing budget; acts as Sheriff in the absence of that official; enforces state law and County ordinances; and performs other work as required.

### **REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

Comprehensive knowledge of the principles, practices, and methods of modern management and administration; of applicable federal, state, and local laws and ordinances; of the standards by which the quality of services are evaluated; of other governmental jurisdictions and authorities as they relate to department; considerable knowledge of budgeting practices and principles; considerable knowledge of effective supervisory principles and techniques.

Comprehensive skill in planning and evaluating major programs and services; in providing the necessary communication and coordination among divisions and units; in participating in the internal affairs responsibilities of the department; in developing and maintaining effective working relations with other government officials, employees, and the public; in communicating effectively, orally and in writing.

### **MINIMUM EDUCATION AND EXPERIENCE:**

High school graduate or completion of GED; some college course work in criminal justice or related field; five years management experience in criminal justice supervisory and management assignments or an equivalent combination of training and experience preferred. Must possess valid Virginia motor vehicle operator's license.

### **ADDITIONAL REQUIREMENTS:**

None.

This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.